

Personnel File Review

Review Period: July - September 2010

Central Service Area

Total Number of Reviews:

18

Contractor: **Boys and Girls Home of Nebraska**

Background Checks	# Yes	# Applicable	% Achieved
1 National	17	17	100.00%
2 Out of State	1	3	33.33%
3 In State	9	17	52.94%
4 Local	15	17	88.24%
5 Internet Search	17	17	100.00%
6 Ongoing Background Checks	1	1	100.00%
7 Exceptions	NA	NA	NA
8 Record Maintenance	17	18	94.44%
8a Work Eligibility Status: E-VERIFY	14	18	77.78%
8b. Work Eligibility Status: US Citizenship Attestation Form	2	2	100.00%
8c. Work Eligibility Status: SAVE Program	NA	NA	NA
Transportation	# Yes	# Applicable	% Achieved
9 Driver's License	18	18	100.00%
10 Auto/Medical Insurance	15	18	83.33%
11 Points Assessed	18	18	100.00%
12 Limitations	18	18	100.00%
13 Defensive Driving Course	18	18	100.00%
Drug Screening	# Yes	# Applicable	% Achieved
14 Drug Tests	18	18	100.00%
References	# Yes	# Applicable	% Achieved
15 References - Home Study Staff	0	1	0.00%
Education	# Yes	# Applicable	% Achieved
16 Education - ALL Employees	17	18	94.44%
17 Education - Home Study Staff	1	1	100.00%
18 Education - Service Coordinator	6	7	85.71%
Training	# Yes	# Applicable	% Achieved
19 ALL STAFF - Initial Training	13	17	76.47%
20 ALL STAFF - Ongoing Training	1	1	100.00%
21 MULTI ETHNIC PLACEMENT	9	9	100.00%
22 ICWA	6	8	75.00%
23 CFS Pre Service Training	5	6	83.33%
24 Ongoing Training - SC/Sup	1	1	100.00%